



EMPLOYEE ADVISORY SERVICE NEWSLETTER

*Welcome to the NJ Civil Service Commission's Employee Advisory Service (EAS) Newsletter! EAS is committed to improving the quality of life for all New Jersey Civil Service employees by encouraging a good work-life balance. **The EAS Employee Newsletter** contains useful articles and information for managing various well-being and work-life issues in order to create a healthier, happier, and more productive workplace.*

Building a Culture of Respect

This important session focuses on building awareness in staff of the attitudes, emotions, and behaviors that create barriers to a respectful workplace culture, while providing self-management and interpersonal skills training that will lead to more openness, effective communication, greater collaboration, and better management of differences at the office.

When:
Friday, June 26th
2:00 PM - 3:00 PM ET

REGISTER NOW



What Drives Culture Change?

Over the past weeks and months, we have been confronted with a confluence of events: the ongoing global pandemic and the grim reality of systemic injustices that many in our county are openly and actively acknowledging.

As public employees, we come from all backgrounds, abilities, genders, sexual orientations, and races. Together, we all make up the collective framework of the public workforce. When our employees hurt, we all hurt, and that pain can permeate throughout our workplaces. Through introspective evaluation, we can work on growing, learning, and becoming healthy individuals by creating open and inclusive workplaces and communities. This is an individual choice for each of us to make.

The Employee Advisory Service (EAS) strives to create safe spaces for you to thrive as employees of the great State of New Jersey. Our job is to provide resources to employees and to support and empower you to grow. We will continue to bring you our monthly newsletters as a one way to communicate with employees. We also want to hear from you. We want to open up conversations on how positive habits drive happiness and culture change. We want to know how you are managing.

To start this conversation, please respond to our one-question survey using the following link:
<https://www.surveymonkey.com/r/EASemployeesurvey620>

Consider these six quick tips, which can serve as proactive steps that we all can put into practice during these times:

1. Make time for meaningful social connections.
2. Help others through acts of kindness.
3. Make time for gratitude every day.
4. Incorporate healthy self-care practices through exercise, sleep and nutrition.
5. Be present in the moment by practicing mindfulness and limit the wandering mind.
6. Be wealthy in time by giving yourself permission to unplug and take a time out to learn what drives your passion to create satisfaction in your life.

In addition to our newsletters, the Employee Advisory Service will continue our series of webinars in the coming months to support you. Look for our webinar announcements within our newsletters and on our website at <https://www.nj.gov/csc/employees/programs/advisory/eas.html>.

We acknowledge that these are tough times for some employees. Now, more than ever, it is important to stay connected. Our Counselors are available for those employees who may be experiencing challenges during these stressful times. Sometimes, it can help just to talk through it. Call 1-866-327-9133 to schedule to speak with a Counselor or contact us at EAS_Help@csc.nj.gov.

Reflection:

“We don’t see things as they are, we see things as we are.”

– Anais Nin

Achieve a Better Balance in Your Life

At times, short-term or permanent changes caused by family situations can make it difficult to find a balance between work and home duties. Changes in your child's school schedule, caring for an older adult, or expanding your family can be overwhelming, but small adjustments to your daily routine can help you regain the balance you lack.

Slow down.

Life is simply too short, so don't let things pass by you in a blur. Take steps to stop and enjoy the things and people around you. Don't make plans for every evening or weekend, and find some ways to distance yourself from the things that are causing you the most stress.

Learn to manage your time.

Avoid procrastination. For many people, most of the stress they feel comes from simply being disorganized and procrastinating. Learn to set more realistic goals and deadlines, and then stick to them. You'll find that not only are you less stressed, but your work will be better.

Share the load.

Even though you may sometimes feel you are the only one capable of doing something, it's usually not the case. Get your partner or other family members to help you with all your personal and family responsibilities. Taking care of the household, children, or parents should not be the responsibility of just one person

Let things go (don't sweat the small stuff).

It's simpler said than done, but learn to let things go once in a while. So what if the dishes don't get washed every day or that the house doesn't get vacuumed every week? Learn to recognize the things that don't really have much impact in your life, and allow yourself to let them go and then not beat yourself up for doing so.

Explore your options.

If you are feeling overwhelmed with your family responsibilities, get help if you can afford it, or enlist family members and friends for some tasks. Find a sitter for your children, explore options for aging parents, and seek counseling for yourself. In many cases, you have options, but you need to take the time to find them.

Talk to your employer.

Find out if there is a way of modifying your employment to better handle your current situation. These changes might include flextime, job-sharing, telecommuting, or part-time employment, or just a temporary adjustment in your job duties.

Take charge.

Sometimes it's easier for you to allow yourself to feel overwhelmed rather than to take charge and develop a prioritized list of things that need to get done. You need to buck the trend. Develop a list. Set priorities. Then enjoy the satisfaction of crossing things off your list.

Simplify.

It seems human nature for just about everyone to take on too many tasks and responsibilities, to try to do too much, and to own too much. Find a way to simplify your life. Change your lifestyle. Learn to say no and to ask for help. Get rid of the clutter and baggage in your house and your life.

In the end, the key word is balance. You need to find the right balance that works for you. Celebrate your successes, and don't dwell on your failures. Life is a process, and so is striving for balance in your life.

Source: Workplace Options. (Revised 2019). Achieve a better balance in your life. Raleigh, NC: Author.

Respect: A Code of Ethics

This is the code of ethics for the Direct Support Professionals (DSPs) in New York State's Office for People With Developmental Disabilities (OPWDD). However, these ethics are far-reaching and could be handy applied in any situation.

I will respect the human dignity and uniqueness of the people I support. I will recognize each person I support as valuable and promote their value within communities.

Furthermore, I will do the following:

- Seek to understand the people I support today in the context of their personal history, their social and family networks, and their hopes and dreams for the future.
- Recognize and respect the cultural context (such as gender, disability, religion, sexual orientation, ethnicity, socioeconomic class) of the person supported and his/her social network.
- Honor the choices, preferences, abilities, and opinions of the people I support.
- Protect the privacy of the people I support.
- Interact with the people I support in a manner that is respectful to them.
- Provide opportunities for the people I support to be viewed and treated with respect and embraced as integral, contributing members of their communities.
- Promote the use of language that is respectful, sensitive, and contemporary.
- Practice positive intention and transparency in my interactions.

Source: New York State's Office for People With Developmental Disabilities (OPWDD). (n.d.). Code of ethics for direct support professionals. Retrieved January 31, 2019, from <https://www.dol.gov/>

YOU ARE NOT ALONE!

IF YOU NEED ASSISTANCE, VISIT NJ.GOV.

**Scroll to see Virtual Groups that support Emotional Health
during the COVID-19 Pandemic.**

[Click here for one-page pdf calendar with clickable links](#)

PTSD Awareness Month

June 2020

What is post-traumatic stress disorder or PTSD?

PTSD is a real illness. You can get PTSD after living through or seeing a dangerous event. PTSD makes you feel stressed and afraid after the danger is over. It affects your life and the people around you. If you have PTSD, you can get treatment and feel better.

How do I know if I have PTSD?

Your doctor can help you find out. Call your doctor if you have any of these problems:

Bad dreams
Flashbacks, or feeling like the scary event is happening again
Scary thoughts you can't control
Staying away from places and things that remind you of what happened
Feeling worried, guilty, or sad
Feeling alone
Trouble sleeping
Feeling on edge
Angry outbursts
Thoughts of hurting yourself or others

Facts About PTSD

- PTSD can affect anyone at any age.
- Millions of Americans get PTSD every year.
- Many war veterans have had PTSD.
- Women tend to get PTSD more often than men.
- PTSD can be treated. You can feel better.
- A doctor or mental health professional who has experience in treating people with PTSD can help you. Treatment may include "talk" therapy, medication, or both. Treatment might take 6 to 12 weeks. For some people, it takes longer. Treatment is not the same for everyone. What works for you might not work for someone else.

How EAS Can Help

If you think you may be suffering from PTSD, EAS can help. We will provide in-the-moment telephonic support, conduct an assessment, and determine an appropriate plan of action, which may include short-term counseling, referrals to support groups and other community resources, or a referral to your health plan for more intensive support and/or medication. Helpful information about PTSD is also available.

Source: National Institute of Mental Health (NIMH). (n.d.). Post-traumatic stress disorder (NIH Publication No. TR-08-6388). Retrieved October 25, 2016, from <http://www.nlm.nih.gov>